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MINUTES

MEDICAL STAFF CAREER SERVICE BOARD MEETING
Wednesday, 9 October 1957

Present: C/MS - Chairman Dr. Tietjen
DC/MS - Voting Member
C/PD - Voting Member
C/PCD - Voting Member
C/TSD - Voting Member
Personnel Placement Officer
C/ASD - Executive Secretary
Secretary to C/MS - Recording Secretary

25X1A9a

1. Minutes of Previous Meeting

The Minutes of the Medical Staff Career Service Board Meeting of 18 September 1957 were approved by the Members without comment.

2. Report of Competitive Evaluation Panel

The Executive Secretary presented the attached "Report of Competitive Evaluation of SD:SM Administrative and Technical Personnel in Grades GS-12 and GS-8". Upon recommendation of C/PCD, the Board Members voted to accept the rating as representing the views of the Members of the Competitive Evaluation Panel. However, this rating will not be binding on the Board in future consideration of promotions in this category. Supervisors may submit recommendations for promotion should a vacancy of GS-13 occur.

The Board also voted to return the rating of the GS-8s to the Competitive Evaluation Panel with the request that all GS-8 administrative and technical personnel be included regardless of the date of eligibility for promotion.

3. Assignments

a. Medical Technical Assistant, GS-11, [REDACTED]. The following 25X1A6a personnel were named as eligible candidates for this position:

25X1A9a

[REDACTED], GS-10, Medical Technician
[REDACTED], GS-10, Medical Service Officer
[REDACTED], GS-9, Physical Requirements Officer
[REDACTED], GS-11, Medical Service Officer
[REDACTED], GS-10, Medical Service Officer

25X1A9a

The Executive Secretary recommended the assignment of [REDACTED]. This recommendation was endorsed by C/TSD and approved by the Board Members.

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b. C/MS recommended the Board discuss, at a forthcoming meeting, the question of reassignment of personnel upon completion of overseas tours. This would involve such matters as rotation of personnel and any positions in which an incumbent might be expected to serve longer than a regular tour.

c. Medical Technician (Supply), S 79, GS-9, ASD. [REDACTED] 25X1A9a
25X1A6a GS-9, Medical Technician, has been assigned, on a temporary basis, to the [REDACTED] to understudy [REDACTED] the present 25X1A9a
25X1A9a incumbent. The Executive Secretary, accordingly, recommended the assignment of [REDACTED] replacement for [REDACTED]. C/TSD stated he had 25X1A9a
25X1A9a been in [REDACTED] was merely replacing [REDACTED] while on vacation and did not understand he was to be the permanent replacement. 25X1A9a
Further consideration of this assignment was held in abeyance pending clarification of this question between C/TSD and C/ASD.

d. Medical Technician, S 63, GS-8, TSD. The Executive Secretary recommended the assignment of [REDACTED] GS-8, Medical Technician, to this position which is in the Technical Branch of TSD. The Members concurred in this recommendation. 25X1A9a

e. Medical Technician, S 88, GS-8, TSD. [REDACTED] GS-8, 25X1A9a
Medical Technician, was recommended by the Executive Secretary for assignment to this position which is in the Immunization Branch of TSD. However, C/TSD stated there is under consideration a reallocation of slots within his Division and, if this is accomplished, the position would be removed from the Immunization Branch and the duties of the incumbent would be different from those now being considered. He, therefore, requested that nomination of a candidate be deferred; the Members agreed to this deferment.

f. C/PCD asked that the Board consider the assignment of a candidate to fill the vacant GS-9 position in PCD. This matter will be placed on the Agenda for a meeting in the near future.

4. Review of Fitness Reports

The Board noted the receipt of a Fitness Report on [REDACTED] 25X1A9a
GS-8, Head Nurse. C/PCD added he has received expressions of commendation on behalf of care provided by [REDACTED] to Agency employees. 25X1A9a
25X1A9a C/PCD will prepare a memorandum on this subject for inclusion in Mrs. [REDACTED] personnel folder.

5. Review of Training Evaluation Report

25X1A9a

C/PCD reviewed a Training Evaluation Report on [REDACTED] GS-13, Medical Officer, who recently completed Operations Support Course No. 27.

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6. Periodic Step Increase

25X1A9a [REDACTED] GS-11, Personnel Officer, will receive a Periodic Step Increase in the near future.

7. Miscellaneous

The Executive Secretary presented a memorandum from the Chairman, CIA Career Council, stating the Quarterly Reports of Career Service Activities are no longer a requirement. In place of the reports, periodic meetings will be held with officials of the Career Service Boards.

MS/mam

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